

SUMMARY OF THE REGULATORY COORDINATION COMMITTEE MEETING AUGUST 21, 2002

The Regulatory Coordination Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, August 21, 2002, at 11:00 a.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Kevin Coats of the US Army Corps of Engineers led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to address items of importance identified in the meeting agenda.

INTRODUCTION

Mr. Coats called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

The minutes from the NELAC 8 session held on July 11, 2002, were reviewed and approved as amended.

SCHEDULE OF TELECONFERENCES

Mr. Coats noted that five more teleconference calls are scheduled between now and NELAC 8i, occurring every two weeks. The dates are: September 04, September 18, October 02, October 16, and November 06, 2002.

COMMITTEE MEMBERSHIP UPDATE

Mr. Coats noted that although Ilona Taunton's term is officially up, she has agreed to stay on the Committee for another term. He will petition the Board to extend her term. Although Sharon Dahl was expected to be a member of this Committee, she is officially a member of another committee. Mr. Coats will follow-up with Silky Labie or Paul Kimsey to determine if there are any means for Ms. Dahl to serve on this Committee.

ACCREDITING AUTHORITY SURVEY STATUS

Mr. Coats reported that he had given the accrediting authority survey compiled in Tampa, Florida, to Sherry Clay, Chair of the Membership and Outreach Committee. She will report any recommended modifications made by her Committee. Once he has received any modifications from Ms. Clay, Mr. Coats will send the survey to the members for further review. As no committee may mail this survey, due the Reduction of Paperwork Act, Jerry Parr, Executive Director of INELA, has offered to have his not-for-profit organization mail this.

REGULATORY SURVEY

Mr. Coats proposed a change of process to the regulatory survey. He felt that the utilization of the

University of Massachusetts website was somewhat cumbersome. As The Environmental Lab Washington Report contains a summary of proposed legislation and rule making the editors feel will have impact on the laboratory community, Mr. Coats proposed that this medium be used instead of the aforementioned website. The Committee could then spend time evaluating the rules contained therein as to how the rules would impact NELAC, forward an endorsement with proposed action to a particular committee, or present to the Board. Mr. Coats will gather back issues and provide the members with copies of the summaries, for their evaluation.

OTHER BUSINESS

The concern of where this Committee will be after the NELAC restructuring was presented. Mr. Coats suggested capturing a summary of the activities of the Committee to present to the Board of Directors for their consideration.

FUTURE TELECONFERENCES

This is addressed above.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned.

ACTION ITEMS
REGULATORY COORDINATION COMMITTEE MEETING
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Item No.	Date Proposed	Action	Date to be Completed
	08/21/02	Mr. Coats will gather past issues of <u>The Environmental Lab Washington Report</u> and provide the members copies of the summaries, for their evaluation.	09/04/02
1.	6/13/02	Members are to review the survey questions and send any suggestions to each other.	ASAP
2.	6/13/02	Members will meet prior to the session in Tampa in order to develop this survey and present it at the Regulatory Coordination session and to the Membership and Outreach Committee prior to leaving Tampa.	NELAC 8
3.	05/29/02	Members are to help in determining sources of information that summarized what was occurring with state regulations.	In progress
4.	05/29/02	Mr. Coats offered to produce an initial draft of the regulatory survey.	In progress
5.	05/29/02	Mr. Coats will check with Silky Labie regarding this committee providing comments on proposed federal or state regulations.	In progress
6.	04/26/02	Regulatory Survey.	NELAC 8i
7.	04/26/02	Ascertain need for revision to existing model rule or for additional model rules.	Before NELAC 8
8.	04/26/02	Coordinate with other NELAC committee chairs in Tampa for assignment of tasks.	At NELAC 8
9.	04/26/02	Discuss Regulatory Committee role as commenting on proposed EPA rules for NELAC with NELAC Board of Directors.	Before NELAC 8

**PARTICIPANTS
REGULATORY COORDINATION COMMITTEE MEETING
August 21, 2002**

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